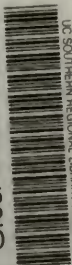


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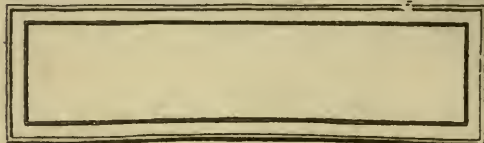
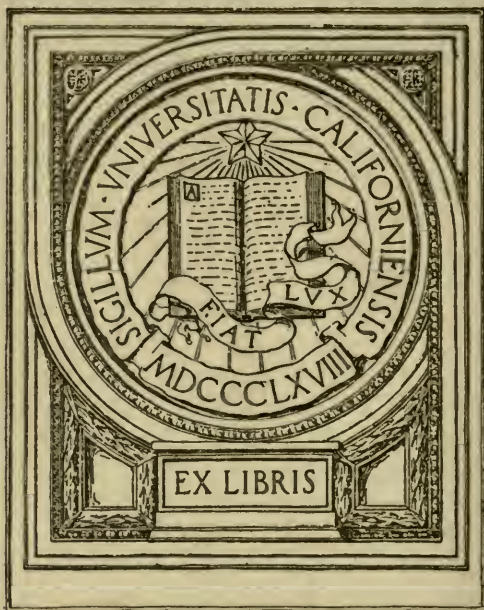


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# PARAGON SHORTHAND

A. LICHTENTAG

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LICHTENTAG  
PARAGON  
SHORTHAND



*A Vast Improvement in the  
Art of Shorthand*

SEVEN EASY LESSONS

Having Learned which, the Student is in Possession  
of a System of Shorthand wherewith *Anything*  
and *Everything* in the Language can be  
Written *Briefly* and *Legibly*.

By A. LICHTENTAG

PUBLISHED BY  
PARAGON SHORTHAND INSTITUTE  
311 SIXTH AVENUE, NEW YORK, N. Y.

1919

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## FOREWORD.

The preface which follows was written for the first edition of Paragon Shorthand which appeared in the year 1906.

Since that time thousands of copies have been used and Paragon Shorthand now counts its devotees in almost every part of the civilized globe where there are English-speaking people.

The author is in possession of stacks of letters from students of Paragon, many of whom previously wrote some other system, expressing complete satisfaction with Paragon Shorthand and setting forth that the system has more than fulfilled every claim made for it.

Business schools are now using this book and Boards of Education of various cities have adopted it for their High Schools, discarding the systems previously taught.

Journals of the shorthand profession are now beginning to publish editorials and articles by expert reporters, which support the correctness of the principle on which Paragon Shorthand is founded: That speed in writing shorthand is more a matter of manual dexterity than the result of the use of an abundance of expedients for contracting the writing, special short cuts, etc.; all of which hinder speed because they cause a tremendous mental friction and do not leave the hand free to proceed unhampered and unimpeded.



Z 56  
L 61 P

## PREFACE.

Fifteen years of actual use in the offices of the largest corporations and firms, in the service of the United States Government, in law and convention reporting, in newspaper work and in reporting the most technical matter, by persons taught by the Author only, either in person or through correspondence, removes Paragon Shorthand from the domain of theory, stamps it as a positive success, and was the test to which the Author, himself, desired the system subjected before he would publish it in book form and place it before the English-speaking world.

Being himself a professional stenographer, a writer of all the generally used systems, and through experience acquainted with the defects of the existing shorthand methods, he was thoroughly equipped to produce a system which should meet all the requirements of practical work.

Paragon Shorthand is a radical departure from the beaten track in this respect: That, though like all other systems of shorthand it employs for its alphabetic characters segments of a circle and straight lines, it is constructed on the principle that what is required in a **practical** system of shorthand is a complete alphabet of brief signs for sounds (so that all words in the language can be written therewith) and a simple method of contracting the writing so that the utmost brevity can be attained without resorting to hundreds of expedients and special abbreviations for thousands of words, thus giving to the mind the least possible work and leaving the hand free to attain the highest speed.

A comparison of the contents of this book with those of any other shorthand text-book will convince any one of the fact that Paragon Shorthand is by far the simplest in construction of any shorthand system in existence. A re-

course to arbitrary means of contracting words is herein reduced to the minimum.

The alphabet is imparted in six lessons; therefore, each lesson must be simple indeed. In the seventh lesson is given the method of abbreviating, a few simple word signs and prefix contractions. **This is all there is to the system**, and yet with it **anything** and **everything** in the language can be written briefly and legibly, the only requisite to obtain speed being practice.

As far as the Author is able to ascertain, Paragon Shorthand is the only system in existence whose **every** alphabetic character is made with but a single stroke or movement of the pencil.

Unlike almost every other system, it has only **one** sign for any given sound or letter.

Instead of obtaining sufficient symbols by making strokes light and shaded, in Paragon Shorthand the strokes are short and long as in ordinary longhand, where half the alphabet is composed of short letters and the other half long, viz:

*a c e i m n o r s u v w x*

*b d f g h j k l p q t y z*

The alphabet is so arranged that the most frequently occurring sounds are represented by signs which are the easiest to execute, and those sounds which happen together the oftenest, such as **tr**, **dr**, **st**, **sk**, **sw**, **skw**, etc., are allotted signs which make the best joinings.

In Paragon Shorthand the writing is placed on **one** position, as in ordinary handwriting, unlike those systems where the identical mark has different meanings when placed **above** the line, **on** the line or **across** or **below** the line; in some

systems as many as five different positions being employed.

In Paragon Shorthand, when vowels are used they are written in the word with the consonants in the order in which they occur, unlike the old systems where vowels are represented by little dots and dashes **disjoined** from the consonants and inserted **after** the consonants of a word are written.

In Paragon Shorthand, the vowels having distinctive signs, initials of names (when they are vowels) can be written, which is **impossible in the old systems**.

The marvelous simplicity of the Paragon system makes it easy of acquisition within a brief space of time by any person of average intelligence who can read and write. It, therefore, will appeal to the millions, who, not wanting to follow shorthand as a profession, still can profitably employ a brief system of writing in making their memoranda, recording incidents and thoughts, reporting lectures, etc.

To the person desiring to adopt shorthand as a vocation, Paragon Shorthand is of the utmost value, in that it can be mastered and put to money-making use in a few weeks—months sooner than would be possible by any other system. Besides, the remarkable ease with which the notes can be read, the facile outlines, the freedom from the perplexities and complications of the old systems, the relatively little mental and nervous strain imposed, makes it the most practical and most efficient working instrument for the purpose extant.

To the progressive schools, whose ambition it is to turn out the greatest percentage of proficient stenographers, capable of reading their notes, this text-book comes as a boon.

Backed by fifteen years' demonstration of its utility, Paragon Shorthand is submitted as the simplest system in existence, the quickest to learn, by far the easiest to read; and, as for **speed**, one's common sense will enable one to

concede the fact that the system whose writing is all light-line, all on one position; which has only one sign for any letter—therefore, only one way in which a word can be written; which has only about twenty-five simple word signs, and where any desired brevity of outline can be obtained by the application of its single rule of contraction; **must be capable of much faster execution** than the writing in those systems where time is occupied in making heavy strokes, in placing the words on different positions (**on** the line, **above** the line, **across** or **below** the line); which have several different signs for many sounds, thus making it possible to write words in a great variety of ways (thereby giving cause for hesitancy in determining the **right** way); which have hundreds, in fact thousands of arbitrary word signs to burden the memory; and which, when employing vowels, must dot them in **after** the consonants of a word are written; and whose multiplicity of rules and exceptions all tend to confuse the mind, and, therefore, hamper the hand.

THE AUTHOR.

## Consonants.

\ F		^ H
\ V		^ Sh
P		^ Th
B		^ K
, T		^ G
/ D		^ Ch
- L	} Write up	^ J
/ R		^ S Z
- N		^ W
— M		^ Y
		^ Ng

## Vowels and Diphthongs:

A    E    I    O    U    Aw (ah)    Oo    Oy    Cw

C is either K or S; viz: Cat (Kat) City (Sity)

Q is a combination of K and W; viz: Quire (Kwire)

X is a combination of K and S; viz: Box (Boks)

A way for representing the different shades of vowels is provided for in the Lessons.

The above is a *complete practical* Phonetic Alphabet.

This alphabet and the method of abbreviating given in Lesson VII is all that constitutes Paragon Shorthand.

When learned, the student is in possession of a system of shorthand with which anything and everything in the language can be written briefly and legibly.

## General Directions.

1. Write with a "medium" lead pencil. Hold it loosely and near the point, and write as light outlines as possible. This will be conducive to high speed.

2. Cultivate a habit of writing small and compactly. Make the short letters the size of mere ticks. Thus, the distinction between them and the large letters will be great.

3. In practicing the alphabetic characters, to more readily memorize them, utter their names aloud.

4. Spell altogether by sound. Do not write silent letters. Pronounce the word and then write the sounds actually heard. For example, "knob" is pronounced nob; "bore" is pronounced bor. In speaking the word "meadow" you will hear only medo.

5. Throughout the entire course some part of the daily practice should be devoted to that part of the alphabet already learned. In this system all the words in the language are written with the alphabetic characters, and it therefore follows that if the alphabet can be written easily and quickly, the words which they compose will also be written rapidly.

6. To become a proficient stenographer it is necessary to possess a complete mastery of the principles of the system. The student is, therefore, urged to become thoroughly familiar with each lesson before proceeding to the following one.

7. In the beginning do not strive for speed. In fact no effort to write rapidly should be made until the student has mastered the entire system. Accuracy and neatness of writing should be the sole aim of the student until he reaches that point.



## FIRST LESSON.

Lines.	F	V	P	B	T	D	L	R	N	M
	\	\	/	/	/	/	<i>up</i>			

8. L and R are written **up**, and are made more inclined than T and D. N and M are written from left to right. The others are written **down**. There is no exception.

9. The foregoing constitute all the "*lines*" in the system. The remaining consonants are represented by *curved* strokes and are given in the Sixth Lesson.

10. Practice as follows and continue until memorized:

F V \ \ \ \ \ \ \ \ \ \ \

P B | | | | | | | | | | | |

T D // // // // // // // //

L R (*Write up.*) - - - - -

N M - - - - -

11. After the foregoing are *thoroughly* memorized copy the following, writing not less than one line of each:

Ft	Fl	Fd	Fr	Pt	Pl	Bd	Br	Nt	Ml
>	∨	↗	✓	↘	∨	↘	✓	↗	—↘
Dm	Rm	Md	Mr	Rd	Dr				
∟	↗	↘	↘	↘	↘				

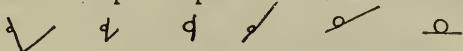
12. "E" is a very small circle.      o

"O" is a large circle.      O

13. When at the *beginning* or *end* of "lines" the circle is written on the *left* side of the upright strokes, and *above* N and M. viz.:

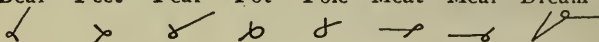
14. When *between* two "lines" written in one and the same direction, the circle goes to the left side of the upright strokes and above N and M, viz:

Fever People Pope Debt Lower Known



15. When *between* two "lines" *not* written in one and the same direction (therefore forming an angle), turn the circle *outside* the angle, viz:

Deaf Feet Fear Pot Pole Meat Meal Dream

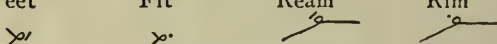


16. The small circle represents the sounds of *e*, as heard in *feet* and *fed*; also the short sound of *i* and *y*, as heard in *pity*.

In practical work, where isolated words are seldom written, there will rarely be any difficulty in correctly reading words containing the small circle, as the context will almost invariably determine the shade of the vowel.


However, if desired, the student may indicate the long sound of *e* by placing a small dash or tick near it; and the short sound of *i* and *y* may be indicated by placing near the small circle a dot,

viz.: Feet Fit Ream Rim



17. The large circle represents the sounds of *o*, as heard in *dote*, *dot*. Though unnecessary in practical work, the long sound may be distinguished by placing a small dash near the circle, viz:






























Boat *b.*



18. So as to become familiar with the application of the foregoing rules for combining the circles with the consonants, copy carefully and neatly the examples given below. Having done this, cover the printed key and endeavor to read the shorthand forms.



## Examples.

Eat	Ebb	Owed	Tea	Dough	Own	Knee
						
Tone	Neat	Modern	Noble	Elope	Meat	
						
Model	Belt	Beam	Bent	Bled	Middle	
						
Eleven	Velvet	Pepper	Bonnet	Reed		
						
Poultry	Trophy	Trim	Lily	Little		
						

## Writing Exercise.

19. Copy in longhand the following list of words, writing each word at the beginning of a line. Write next to each word the shorthand representation thereof. After the entire list has been written in shorthand, examine same carefully so as to discover and correct any errors that may have been committed. Then practice each word to the end of the line.

If Fee Evil Ever Fever Fib Feet Feed Fiddle Feel Fear  
 Fin Folly Volley Over Foe Fop Fob Four Foam Pivot  
 Peep People Pope Pebble Pet Pot Peddle Peel Pelt Pole  
 Poultry Pier Pore Pen Ponder Pimple Pomp Beer Bin Bib  
 Bob Bet Boat Bell Bowl Bond Bore Bolt Bold Tip Top  
 Tot Tell Toll Ten Tone Team Tome Dove Deep Debt  
 Dot Deal Doll Dear Door Den Done Deem Dome Left Leave  
 Level Loaf Leaf Letter Leap Love Let Lot Lead Load Lily  
 Loll Lean Loaf Limb Reef Rivet Reveal Rover Reap Rope  
 Rib Rob Wrote Read Rode Riddle Real Roll Rear Roar Rent  
 Roam Ream Never Nip Novel Knob Net Note Need Nod  
 Kneel Near Nor Known Nimble Mop Met Metal Mottle  
 Medal Meadow Mode Meal Molten Mere More Mean Moan  
 Member Flip Flit Fled Floor Fret Freed Freer Frill  
 Friend From Pleat Plead Implore Plenty Bolt Blend  
 Blonde Brief Brevity Bread Pretty Bid Trip Treat Trod  
 Trill Dreary Drone Dream,

## SECOND LESSON.

A                      U  
 3                      c

20. When A and U occur between two "lines",

A is represented by a small hook at the end of the first stroke, viz:

Bad	Bare	Bale	Ban	Fate	Fail	Fan	Dave	Dale
Rave	Rate	Rain	Map	Mail	Brain			

U is represented by a small hook at the beginning of the second stroke, viz:




Bud	Burr	Bull	Bun	Foot	Full	Fun	Dull
Rough	Rut	Run	Mute	Mule	Brunt		

21. The student will observe from the foregoing examples that the hook, whether for A or U, *Always* opens or faces *inside* angles.





22. When between two upright "lines" written in one and the same direction, the hook must always be turned *forward*—to the right; when between the horizontals, it is turned downward or below, viz:

Favor	Babble	Date	Rail	Name	Bubble
Duty	Rule	Nun			







23. When the hook for "A" is made broad, it represents the broad sound of "A," "aw," and the sound "ah," as heard in





Fall	Ball	Farm
		

24. Broad "U" represents the sound "oo" as heard in





Brood	Food	Boot	Root
			

### Examples.


Tall	Maul	Fruit	Proof	Prune	Brute
					

Room	Moon	Noon	Mood
			

25. Though unnecessary in practical note-taking, you may indicate the long sound of *a* and *u* by writing a short dash or tick near the hook, viz:

Fat	Fate	Mull	Mule
			

26. When no vowel occurs between two lines written in the same direction, a tick may be employed to indicate the separation, viz:

Purely (Pur-le)  However this is rarely necessary in practical work.

## Writing Exercise.

Favor Fable Fate Foot Fade Fatal Futile Future Fail  
 Full Fare Farm Fur Fan Infant Fun Fame Fume Vapid  
 Vat Vale Valley Vulture Van Puff Pave Pap Pup Puppy  
 Pupil Pat Put Patter Pad Paddle Puddle Pail Pull  
 Paltry Pulp Pulpit Pare Part Pure Purple Purity Purely  
 Pander Pant Panel Pun Pamper Pump Baffle Buff Rebuff  
 Babble Bubble Bat Battle Batter But Butter Button Bud  
 Bad Bale Bull Bare Burr Barber Barter Barn Burn Taffy  
 Tough Tap Table Tub Tattle Tutor Tale Tally Tar  
 Tart Turtle Turbid Turn Turf Tan Tame Tamper  
 Tumble Tumult Dabble Dub Date Duty Dad Dull Dare  
 Dart Endure Damp Dump Laugh Lap Late Lately Later  
 Latent Lute Flute Lad Ladder Flail Flurry Lard Lurid  
 Lane Lame Lamp Lump Lumber Raft Rough Rave Ruffle  
 Rap Wrapper Rabbit Rabid Rubber Rate Raid Rudder Rail  
 Rule Ran Run Rain Ram Ramble Rum Rumble Enough  
 Navy Nap Neighbor Native Nut Nail Null Name Muff  
 Map Maple Mat Mute Matter Mutter Mad Mud Muddle  
 Mail Malt Mule Mare Mart Marble Man Mandate Mantle  
 Manner Money Flavor Fluffy Flap Flute Flail Flame  
 Prattle Prayer Brave Bran Bramble Plate Player Plan  
 Plum Bluff Blood Blur Blunt Blame Trap Trouble Trait  
 Trail Train Trump Drab Drain Dram Drum.

Fall Brood Ball Tall Maul Fruit Proof Prune Brute  
 Bloom Room Moon Noon.

## Reading Exercise.

↓ 2 2 2 2 2 2 2 2  
 2 2 2 2 2 2 2 2  
 2 2 2 2 2 2 2 2  
 2 2 2 2 2 2 2 2  
 2 2 2 2 2 2 2 2






### THIRD LESSON.

27. When A and U *begin* and *end* "lines."








A is a small hook to the left of upright "lines," and above N and M.







U is a small hook to the right of upright "lines," and below N and M.







A     

U     

#### Examples.

Aft    Affair    Avail    Few    Review    Up    Renew  
      

Due    Pew    Allay    Array    May    Repay  
     

Obey    Able    Under    Art    Ray    Raw  
     

Awful    Pray    Adder    Adam    Adieu  
    

#### Writing Exercise.

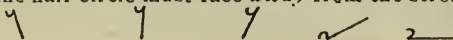
Aft Afar Affable Avail Aver Ape Pay Apple April  
 Apt Repay Up Pew Upon Bay Obey Ate Utter Add Day  
 Adder Adept Ail Alto Alarm Alone Ult Allay Array Air  
 Art Arbor Ardor Arm Ural Urn Europe Anvil Anna Aunt  
 And Annul Animal Unto Under Ample Humble Amber  
 May Mew.

## FOURTH LESSON.

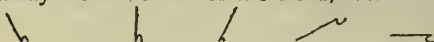
I u

28. The long sound of I and of Y, as heard in Pie, Idle, By, is represented by a small half-circle.

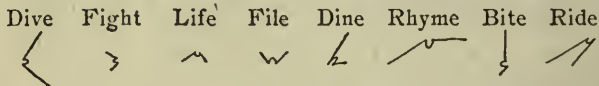
29. When I is the first letter in the word, the concave or inside of the half-circle must face *away* from the stroke, viz:



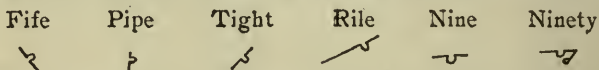
30. When it is the last letter in the word, the concave side must face away from the *end* of the word, viz:



31. When it occurs *between* two strokes forming an angle, the concave side must face the way the angle points, viz:



32. When it occurs between two upright strokes written in one and the same direction, the concave side faces to the left. When between two horizontals, it faces up, viz:



33. The student is reminded that the *short* sound of I and Y is represented by the small circle. The sign given in this lesson must *never* be used for the sounds of I and Y as heard in *Pity, Bit Mit*.

## Writing Exercise.

Ivy Idle Isle Ire Fie Vie Pie By Untie Tie Die Nigh My  
 Fife Five Fibre File Fire Fine Viper Invite Vial Vine Pipe  
 Pile Pyre Pine Biped Bible Bite Abide Bile Buyer Bind  
 Type Tight Tide Tile Tire Tiney Time Dive Indite Died  
 Dial Dire Dine Dime Life Alive Library Light Lied Lyre  
 Line Lime Rife Arrive Ripe Right Ride Deride Rile Rhyne  
 Rhyme Knife Night Nile Mile Mine Might Mire Flight  
 Fright Fried Plight Private Pride Prime Blight Blind  
 Bride Brier Bright Brine Trifle Tripe Tribe Trite Tried  
 Trial Drive Dried Dryer.

## FIFTH LESSON.

Oy

Ow

34. The sound "oy," as heard in Boy, Oil, and the sound "Ow," as heard in Bow, Plough, Out, are represented as follows:

By a small and large circle written opposite to where E and O would be placed; viz:

35. Beginning and ending "lines" { To the right, and below  
Between two "lines" in one direction } N and M

Vow	Boy	Bough	Toy	Out	Now	Oil

Doubt	Royal	Trowel	Noun	Lawyer

36. Between two Lines **not** in the same direction.

The circle for Oy or Ow is joined to the first stroke so as not to cross it: It resembles "A" in the respect that it is traced in the direction of the following letter; viz:

Bowed	Bower	Boil	Turmoil
Proud	Down	Found	Round

37. As in the case of "round," for the sake of easy execution, the *ow* may be made as a loop.

### Writing Exercise.

Out Oil Owl Our Envoy Vow Boy Bow Bound About Toy  
Now Annoy Foible Foil Fowl Found Pout Powder Power  
Point Bound Bowed Boil Bower Rebound Bounty Toil Towel  
Tower Town Doubt Dower Loiter Loud Loyal Loin Adroit  
Route Rowdy Royal Round Noun Turmoil Mound Frown  
Proud Broil Brown Trout Trowel Drown.

It is as important to be able to *read* shorthand as to write it.

After having written an exercise, cover the longhand key and read the shorthand. From day to day read some of the shorthand written several days before. You will note an increased facility in reading your writing.




## SIXTH LESSON.

---

### "Curves"

H    Sh    Th    K    G    Ch    J    S-Z    W    Y    Ng



### Pronounced

Hay    Ish    Itb    Kay    Gay    Tchay    Jay    Ess, Zee    Wav    Yea    Ing

38. Hay, Ish, Itb are inclined like the letter V \ and are written down.

39. Kay, Gay, Tchay and Jay are usually written up, having the slant of R (See Paragraph 55)

40. Ess or Zee, Way and Yea are written from left to right,

41. Ing is a perpendicular, and is written down.

42. Ish represents the sound of sh, as heard in *ship, motion* (moshun).

43. Itb represents the sound of th, as heard in think, though.

44. Gay is employed for the hard sound of G only, as heard in God, bag

45. Tchay represents the sound of ch or tch, as heard in chip, match

46. J represents the sound of J as heard in July, Badge (baj) Page (paj) Gem (jem).

47. S and Z. No ambiguity will result from the employment of one sign for S and Z. City would not be read *Zity* nor would Zero be read *Cero*

48. Ing represents the sound of ng, as heard in Wrong, English, Ink (ingk). Anxious (angkshus).

49. In Phonography (sound-writing), there are no alphabetic characters for C, Q and X, because:

C can be represented by either K or S, viz: Cat (kat) City (sity).

Q is a combination of k and w, viz Queen (kwen), Quire (kwir), Squeal (skwel).










X is a combination of k and s, viz: Ox (oks), Box (boks).

50. Practice the curved consonants the same as you did the "Lines", until they are thoroughly memorized.












## 51. Beginning and Ending Curves:





(a) A, E and O are written **inside** the curve; viz:

Aha	They	Ache	Say	Weigh
				
	Key	Each	Oak	Sew
				

































(b) U, Oy and Ow are written **outside** the curve; viz:

Youth	Cue	Us	Sue	Chew
				
Coy	Oyster	Thou	Cow	
				

52. "I" is written as hitherto taught, with the concave side of the half-circle *facing away* from the beginning or end of the word, as the case may be; viz:

Ice	Sigh	Thy	Guy
			

53. The rules for writing the vowels, and diphthongs oy and ow, when they occur **between** two "Lines," also apply when they occur between any two "Curves," or a Line and a Curve, viz:






Hale	Hull	Shade	Share	Shed	Sheer
					
Shine	Shout	Shower	Jim	Join	July
					
Hang	Shingle	Came	Gun	Guide	Wing
					
Throng	Kill	Gore	Gold	Cheer	Batch
					
Hatch	Match	Box	Fox	Sauce	Wander
					
Sane	Sun	Wonder	Sale	Sought	
					

54. K and G are written down when **before** L, R, W, N and M, and when **after** L, R and S, also in the words Seek, Sick, Soak, Soggy, Cigar, Cigarette, viz:







Acme Ignore Clear Clean Gloom Glide








Queen (kwen) Quail Quick Sky Squander

Lignite Scream Scroll Ark Milk Seek






     

Soak Cigar Skill Scale Gwendolin Squeal Square




      

55. Ch and J are written down when preceded by N, viz:

Enjoy Fringe Injure Engine Enchant



    

56. In words like *when, while, where*, omit the *h* for the sake of brevity. viz:

57. When the hook for A or U occurs between two curves going in one and the same direction, write the hook *inside* the curve to which it belongs, viz.

Was Jag Jug Cage Chuckle

58. When E or O occurs between two curves running in one and the same direction, turn it inside the *first* curve, viz:

Coach Jig West

## Writing Exercise.

Hay Aha Ash She Show Had Hail Harp Ham Hum  
 Hymn Shade Shed Shoddy Share Sharp Shame Shine Ship  
 Bush Push Thief Thought Thine Then Thick These Those  
 Thus Thousand Cuff Cave Cover Keep Quote Cat Cut Kite  
 Code Kill Coal Cold Call Cull Core Car Cart Cur Curve  
 Kind Cone Can Came Calm Cash Kick Cake Keg Coach  
 Cows Catch Kiss Cost Cast Gave Govern Gap Get Got  
 Gate Giddy Guide Gill Goal Gold Gale Gull Gear Gore Gone  
 Gain Gun Game Gum Gimlet Gash Gush Gather Gag  
 Gauge Guess Gas Gust Chief Chaff Chip Cheat Chap Chat  
 Chide Child Cheer Chair Churn Churl Chain Check Chuckle  
 Cheese Chase Choice Jiffy Jove Japan Jib Job Jobber Jot Joe  
 Jolt Jar Jolly Jury Jeer July Jane Join Jim Jumble Josh  
 Jack Joke Jig Jug Jest Just Joist Swift Soft Sofa Safe Syphon  
 Sap Supper Soap Set Settle Sat Suit Said Sadden Sad Side  
 Sell Sole Sale Sulphur Sardine Surface Sire Seen Sand Soon  
 Sign Same Sash Seethe Southern Seek Sack Suck Segar Sag  
 Satchel Siege Scene Saucy Wafer Wife Wave Weep  
 Wipe Wet Wait White Woo Wade Wide Wood Wail Wool While  
 Where Wore Ware Wire When Wan Wash Wither Week  
 Awoke Wake Watch Wedge Waste Yet Yellow Yore Yonder  
 Shrivel Shrove Shred Shrewd Shrill Shrimp Shriek Thrift  
 Thrive Thrill Thresh Thrust Throw Threw Cliff Cleave Clove  
 Clip Club Cold Clear Clean Claw Clash Click Close Craft Creep  
 Crop Crib Creek Croak Crease Cross Crust Crew Glove Glad  
 Gleam Gloom Glum Gloss Glee Glue Grief Gruff Grave Grip  
 Grope Gripe Grub Great Greed Grime Grease Grass Slave  
 Slap Slim Slay Slow Fish Fresh Batch Trash Dash Flesh  
 Rush Breath Doth Drouth Wrath Mother Fake Fleck Flock  
 Frock Knock Meek Make Fig Fag Peach Patch Batch Page  
 Badge Budge Feast Vase Vice Voice Pass Price Boast Bust  
 Breast Toast Dress Last Rest Split Spit Spat Spike Strife  
 Streak Street Stripe Stray Straw Strew Smile Smear Smack  
 Skip Skiff Skill Scale Scream Scroll Sweep Swift Swap  
 Swim Twenty Dwell Dwarf Dwindle Equip Quip Quality  
 Queer Queen Quantity Quick Quest Request Square Squander  
 Finger Ring Throng Among Linger Strong Strung Swing  
 Spring Hang Shingle.

## SEVENTH LESSON.

Some words occur so frequently that it is desirable to represent them in the briefest way possible. Each alphabetic character can be employed to stand for one or more words of which it happens to be a prominent sound. These are designated "Word Signs." The following list, though small, is so well selected that it represents from one-third to one-half of the words found in any article or speech. They must be thoroughly committed to memory, until they can be repeated aloud with a degree of speed.

### Word Signs.

∖ For If	∖ He Him How
∖ Of Have Very	∖ Shall Sure Wish
Put Party Particular	) Think Them Thank
By Be Been	∖ That (short "ith")
/ To It	/ Can Come
/ Do Had	/ Go Give -n Good God
- Will Well	/ Which Much
/ Are Or	/ Just Judge
- No Not In	∖ So Such Is
--- Me More Most	∖ What We Would
> A, An	∖ Your -s Yes
∪ I	< Who Whose
< You	∖ Whom
. The (a dot)	) Thing Long

## Phrasing.

By "Phrasing" is meant the writing of two or more words together, by which means speed is gained. Only such words should be joined which seem to have a natural connection when speaking them.

The examples which are given below are *not* to be memorized. They should be copied and not less than three lines of each written.

3 For a

7 I will be

\ Have you

7 I will do

/ To a

— I am

6 To you

— I am a

3 In a

\ I have

3 Know you

\ I have your

\ You have

7 You will be

/ Had a

7 You will do

/ Do you. Had you

/ Do you know

6 You will

/ Do you think

/ You are

















/ How do you do

3 If you will







/ How have you been

7 If you will be







— I am sure

 Have you been	 I am sure you will be
 To be	 Do not
 To be or not to be	 You cannot
 To know	 I think
 It will be	 I think you are
 There may be	 I think that there
 You have been	 He is
 He can	 I have been









In Phrasing, All may be represented by the "Aw" hook, which, as taught in Lesson II, is a broad A; viz:

 For all	 By all	 To all
 Of all	 At all	 In all

"Our" may be represented by the "ow" circle; viz:

 For our	 By our	 To our
 Of our	 At our	 On our

In Phrasing, "the," by being lengthened to a tick, may be added to a *preceding* word. The tick is slanted like a "t," except when after a "t" or "d," when it is slanted like "f;" viz:

For the 	By the 	In the 	On the 
To the 	At the 	Do the 	Shall the 

## Rule of Contraction.

Abbreviate as in longhand; that is, write only the important sounds of a word, which are usually the first sounds, and omit the rest.

By applying this rule, almost any degree of brevity can be obtained. Naturally, as the student becomes accustomed to reading abbreviated writing he will contract words to a greater extent than at first.

This rule dispenses with the necessity of committing to memory thousands of arbitrary word-signs, which students of other systems are compelled to do.

The application of this rule makes it unnecessary to provide special signs for many suffixes, as will be noted below:

Ted. Ded. may be represented by a long "d;" viz:

Loaded

Repeated

Mended

Full. By "f;" viz:

Hopeful

Joyful

Awful

Ness. By "n;" viz:

Goodness

Fullness

Ment. By "m;" viz:

Ferment

Judgment

Payment

Less. By "l;" viz:

Hopeless

Artless

Useless

Tion. Tious. By "sh;" viz:

Nation

Motion

Ocean

Passion

Auction

Gracious

Able. Ible. By "b;" viz:

Desirable Endurable Sociable Notable Preferable Possible



**Ing.** This suffix is represented by a dot written immediately following the preceding part of the word; viz:

Reading



Writing



Rowing



Singing



Saying



**Ings.** is represented by an "s" written across the end of the preceding part of the word; viz:

Writings



Doings



Sayings



### Prefixes.

Supplemental to the **Rule** of Contraction, it is found desirable to represent a few of the most frequently occurring prefixes in some brief manner.

**Con. Com. Cum. Cog.**

When the first word in a sentence begins with the prefix con, com, cum or cog, represent the same by a dot and write the remainder of the word immediately following it; viz:

"Contrive to be good." "Commit no crime." "Combat wrong."



Where the word beginning with con, com, cum, cog, is preceded by another word, omit the dot and write the remainder of the word *close* to the preceding word. The proximity will *indicate* to the writer the omission of the prefix; viz:

"He is a competent stenographer." "Brown went to Congress."



Where another syllable precedes con, com, cum, cog, write that syllable, omit the con, com, cum or cog, and place the remainder of the word *close* to the preceding syllable; viz:



Inconvenient



Accommodate



Incomplete



Reconsider



Uncontrolled



Recognition



Accomplish



Recognize



**Dis. Des.** Omit the vowel; viz:

*lv* Display

*lv* Distress

*le* Descend

*le* Disclose

**Ex.** (eks) Omit the "k".

*9* Exceed

*9* Extreme

*ev* Extract

*ev* Examine

*es* Expert

*es* Exact

**Magni. Magne. Magnan.** Represent this prefix by "m," and write the remainder of the word across it; viz:

Magnify  
*m*

Magnitude  
*m*

Magnanimous  
*m*

**Self.** Represent by "s," and write the remainder of the word across it; viz:

Selfish    Self-esteem    Self-reliant    Self-imposed    Self-made  
*s*                      *s*                      *s*                      *s*                      *s*

**Trans.** Write "tr," for trans, and place the remainder of the word across it; viz:

*tr* Transmit

*tr* Transpose

*tr* Transgress

*tr* Transact

*tr* Transmute

*tr* Transpire

**Enter. Inter.** Represent same by "n," and write the remainder of the word across it; viz:

*n* Entertain

*n* Interdependent

*n* Interpose

*n* International

When the short sound of e, i or u, as in "ses," "sis," "sus," occurs between a double long letter, omit the vowel and make the stroke double length; viz:

Vivid	Bubble	Did	Member	Excess	Inconsistent
Sister	Suspend	Vases	Recess	Process	

An abbreviated word and a word-sign may be joined to form another word; viz:

Herein (here, in)

Hereto

When two vowels occur together, the more prominent of the two is written; the other is usually omitted; viz:

Deity

Dial

Royal

In some words, where both vowels are distinctly pronounced, they are both written; viz:

Aeolian

Leo

Ohio

Iota

To indicate the two vowels in Bias, Liable, **Science**, e may be inserted in the I; viz:

A vowel may be omitted where its use would cause an awkward joining; viz:

Suppose

Submit

































Book

































Took


Copy, and write not less than three lines of each of the following

Examples.

1 Able	8 Affect
∩ After	✓ Average
2 Afternoon	2 Anxious (angshus)
Aftermath	9 Another
Afterthought	✓ America
Afterward	2 Advantage
Altogether	1 Advertise
Although	2 Advertisement
Also	2 Advertiser
Almost	6 Between
Any	6 But
Always	6 Become
Acknowledge	6 Because
Acquaintance	6 Bank

 Book	 Within
 Broker	 Notwithstanding
 Balance	 Insure
 Different	 Procure
 Difficult	 Himself
 Deliver	 Ourselves
 Here	 Themselves
 Hereto	 Utmost
 Heretofore	 Utterly
 Hereafter	 Moreover
 Herein	 Maintain
 Herewith	 Hopelessness
 Glad	 Happiness
 Obtain	 Inasmuch
 Hopeless	 Insofaras
 With	 Receipt

 Reply	 To-hand
 Represent	 Please-send
 Report	 Nothing
 Internal	 Under
 Introduce	 Understand
 Intervene	 Plausible
 Money	 Feasible
 Many	 Valuable
 Enterprise	 F.O.B. (free on board)
 Entertain	 C.O.D., (collect on delivery)
 Interrupt	 England
 Intercede	 English
 One	 Neighborhood
 Once	 United States
 Short	 Dear Sir
 Shorthand	 Your letter






 Yours truly	 Modest
 Yours respectfully	 Immodest
 Relevant	 Redeemable
 Irrelevant	 Irredeemable
 Understood	 Indifferent
 Undervalue	 Indefinite
 Undertake	 Merchandise
 Underwrite	 Liquidation
 Rational	 Practical
 Irrational	 Strange
 Material	 Length
 Immaterial	 References
 Mature	 Current
 Immature	 Original
 Refutable	 Regular
 Irrefutable	 Irregular


### Punctuation.

All the ordinary punctuation marks may be employed, except the period, to represent which a stroke is drawn across the line.

### Special Abbreviations.

The Stenographer will be able to make special abbreviations for words, names, terms or phrases frequently occurring in his own work.

For example, the Law Stenographer would adopt  for *plaintiff*,  for *defendant*,  for *witness*,  for "*what is your name,*"  for "*where do you reside.*"

 for "*how long have you lived there.*"

The words "of the" are omitted when they occur in a sentence—that is, when they occur between other words. The omission is indicated by writing the succeeding word close to the word preceding "of the."

#### Examples:

Your letter of the 8th.      End of the season.





Top of the hill.



When "of the" are the first words in a sentence they are written.

Example: "Of the many places I saw I prefer Paris:



## HOW TO PRACTICE FOR SPEED.

Having mastered the foregoing lessons, the student is in possession of a system of shorthand wherewith can be written **anything** and **everything** in the language, briefly and legibly. If he has faithfully followed the directions given, if he has actually written and repeatedly practiced the examples, he is now able to drill for speed.

For reasons stated in the Preface, a given amount of practice will produce a higher speed in Paragon shorthand than is possible with any other system.

If the student will carefully observe the following instructions, and will pursue the plan outlined, he will soon be able to write from dictation fast enough to do practical work.

Remember that Speed is the outcome of thorough familiarity with the principles of the system and actual application of the same.

a. Always hold the pencil very loosely. In writing let the mere weight of the pencil make the mark. Do not bear on it. Use the Faber No. 2.

b. Make small outlines and write close together. Spreading out the writing so that but few words are written on a line, consumes time.

c. Copy the shorthand of the first letter neatly.

d. Then practice for speed by drilling on but one word or "phrase" at a time. Speak the word, or "phrase," aloud, repeating it faster and faster as you proceed, while at the same time endeavoring to keep up with the pencil. When you are able to write the word, or "phrase," as fast as you can utter it, follow the same method with the next, and so on until you have completed the letter. Then write the letter from beginning to end from **some one else's reading**. The reader can time your speed by the second-hand of a watch, and the letter should be thus read to you many times, until you can write it at a speed of one-hundred words a minute. (The figures in parenthesis are not to be read, and are inserted to enable the dictator to ascertain the speed at which the stenographer writes. Every tenth word is numbered).

Then practice on the second letter in the same manner. By the time you will have drilled on twenty-five letters, you may venture to take a dictation on matter not previously practiced.

The Word Signs should be recited daily.





This book is DUE on the last date stamped below

DEC 6 1933 *Jan*  
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